


Setting up an Independent Living Contractor in eWiSACWIS

1. Complete the WAMS registration. This account creation process needs to occur only once. Use this link <https://on.wisconsin.gov/WAMS/home> and then click on "Self-Registration" to complete the WAMS registration.

You will submit your contact and account information. Required fields appear with a red asterisk (*) next to them. It is not necessary to complete the non-required fields. You will be sent a confirmation e-mail containing a Web link to the Account Activation page. You must have an accessible, valid, and unique e-mail address to complete the self-registration process. You should register using the same e-mail account and naming convention that you use for eWiSACWIS.

Check your e-mail account for the WAMS registration confirmation e-mail. Open and click the Web link provided in your e-mail to take you to the Account Activation page. You will log in using your new Wisconsin User ID and Password to activate your account. You must activate your account within four (4) days of requesting the account or you will have to begin the self-registration process again.

This account belongs to you. Please ensure that you remember your User ID, password, and the answer to your secret question that you used to create your account with – you will need them to activate and maintain your State account, register as an eWiSACWIS worker, and to login to the eWiSACWIS application.



State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Wisconsin User ID

Wisconsin User ID

Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

[Self-Registration](#) (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create **your personal** Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

[Profile Management](#)

2. In addition to the previously signed User Agreement, there is an Agency Agreement that both you and your contractor have to sign - if you have not already. Here are the links to both agreements:

User Agreement: http://dcf.wisconsin.gov/forms/pdf/DCF_F_CFS2275.pdf

Agency Agreement: http://dcf.wisconsin.gov/forms/Doc/DCF_F_CFS2276.doc

Appendix A of the Agency Agreement asks you to list what information in eWiSACWIS that the contract agency/worker will be accessing (or sharing). The request should include “Independent Living Contract security.”

3. The Independent Living Program Manager will need to create a worker record in eWiSACWIS and submit a security access request. To create a worker record, refer to the quick reference guide for **Maintaining Individual Worker Records** found here:
http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/quick-ref-guides/ewisacwis_quick_ref_guides/Supervisory/Maintain-Worker.pdf.
4. The eWiSACWIS Program Team will review the security request, verify that all required agreements are on file, and grant appropriate access.